



TOWN OF ARLINGTON
DEPARTMENT OF HUMAN RESOURCES

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PAY AND CLASSIFICATION PLAN

FISCAL YEAR 2016

7/1/15 – 6/30/16

June 2015

SEIU
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL
CLASSIFICATION PLAN

GRADE	POSITION TITLES	GRADE	POSITION TITLES
ATP-14	DP Systems Manager	ATP-7	Local Building Inspector Senior Programmer Assistant Comptroller Tech Resource Admin- Hous. & Disability Supervisor of Bldg Maintenance Supervisor of Custodians - Day Supervisor of Motor Equip. Repairs Park Maintenance Supervisor Forestry Supervisor Cemetery Supervisor Supervisor of Recreation Recreation Facilities Supervisor Network and Desktop Support Technician Project Manager - HHS
ATP-13	NO POSITIONS ASSIGNED		
ATP-12	Operations Manager - DPW		
ATP-11	Executive Director - COA Production Coordinator/Comp. Op. (SS) Wire Inspector/Supt. Of Wires Engineering Division Manager Supt. of Building Maintenance Deputy Treasurer/Deputy Collector		
ATP-10	Dir of Housing and Disability - Weath.		
ATP-9	Senior Civil Engineer Supervisor of Highway Supervisor of Water & Sewer	ATP-6	Supervisor of Custodians - Night Senior Crime Analyst – Community Safety
ATP-8	Plumbing and Gas Inspector General Foreman Master Mech/Public Safety Radio Coord.	ATP-5	Director of Veterans Services
		ATP-4	Administrative Assistant – Police
		ATP-3	Assistant Town Clerk
		ATP-2	NO POSITIONS ASSIGNED
		APT-1	NO POSITIONS ASSIGNED

SEIU Administrative, Technical and Professional Salary Plan **FY 2016**

Grade	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
SEIU/APT 1	33,599	34,859	36,167	37,522	38,929	40,390	41,903	43,476	
SEIU/ATP 2	37,333	38,733	40,185	41,692	43,256	44,879	46,561	48,306	
SEIU/ATP 3	42,372	43,960	45,611	47,320	49,095	50,937	52,845	54,828	
SEIU/ATP 4	48,303	50,115	51,996	53,945	55,970	58,067	60,245	62,504	
SEIU/ATP 5	50,721	52,622	54,595	56,644	58,767	60,970	63,257	65,630	
SEIU/ATP 6	53,003	54,990	57,051	59,191	61,412	63,714	66,104	68,582	
SEIU/ATP 7	55,386	57,465	59,619	61,855	64,175	66,581	69,077	71,668	
SEIU/ATP 8	57,327	59,475	61,705	64,020	66,423	68,912	71,496	74,176	
SEIU/ATP 9	59,332	61,556	63,865	66,260	68,745	71,323	73,997	76,773	
SEIU/ATP 10	61,410	63,712	66,102	68,580	71,151	73,821	76,587	79,461	
SEIU/ATP 11	65,092	67,536	70,067	72,695	75,420	78,248	81,184	84,228	
SEIU/ATP 12	70,302	72,938	75,671	78,510	81,422	84,508	87,677	90,965	
SEIU/ATP 13	75,224	78,044	80,969	84,006	87,154	90,424	93,815	97,334	
SEIU/ATP 14	81,991	85,066	88,257	91,566	95,002	98,563	102,259	106,094	

**NON UNION
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL
CLASSIFICATION PLAN**

GRADE	POSITION TITLES	GRADE	POSITION TITLES
ATP-14	Town Engineer	ATP-5	Planner Administrative Assistant / Claims Coordinator Health Compliance Off/Sealer of W&M Office Manager – BOS Recycling Coordinator
ATP-13	Public Information Officer	ATP-4	Health Compliance Off/Tobacco Program Sr. Loan Officer
ATP-12	Asst. Director of Planning & Community Development/Housing Director Asst Director of Public Works Purchasing Officer Economic Development Planner Systems Analyst/Director of GIS	ATP-3	Administrative Asst. - BOS
ATP-11	Board Administrator Psychologist Director of Youth Services	ATP-2	Medical Records Clerk
ATP-10	NO POSITIONS ASSIGNED	APT-1	After School Instructor - Recreation
ATP-9	Clinical Director - AYCC		
ATP-8	Geriatric Nurse Clinician Public Health Compliance Officer Youth Coalition Director Public Health Nurse		
ATP-7	Social Worker - COA Management Analyst- Treasurer Human Resources Assistant Health Compliance Off/Inspections Assistant Clinical Director – AYCC GIS Specialist/Technical Planner Regional Energy Manager		
ATP-6	Conservation Administrator Executive Secretary/AA – TM Residential Housing Specialist Supervisor Vol. Services Management Analyst – Town Manager Paralegal		

Administrative, Technical and Professional Salary Plan
FY 2016
NON-UNION

<i>Grade</i>	<i>MINIMUM</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
<i>ATP 1</i>	33,436	34,690	35,991	37,341	38,743	40,195	41,702	43,264
<i>ATP 2</i>	37,152	38,546	39,991	41,489	43,046	44,661	46,335	48,071
<i>ATP 3</i>	42,169	43,750	45,391	47,092	48,858	50,690	52,589	54,564
<i>ATP 4</i>	48,070	49,874	51,745	53,685	55,698	57,785	59,954	62,202
<i>ATP 5</i>	50,474	52,367	54,332	56,369	58,483	60,676	62,951	65,312
<i>ATP 6</i>	52,746	54,723	56,777	58,905	61,115	63,406	65,783	68,251
<i>ATP 7</i>	55,121	57,187	59,331	61,555	63,864	66,259	68,745	71,322
<i>ATP 8</i>	57,049	59,187	61,408	63,711	66,100	68,579	71,150	73,819
<i>ATP 9</i>	59,044	61,259	63,557	65,940	68,413	70,979	73,641	76,402
<i>ATP 10</i>	61,113	63,404	65,781	68,249	70,807	73,463	76,218	79,076
<i>ATP 11</i>	64,779	67,208	69,727	72,342	75,057	77,871	80,790	83,820
<i>ATP 12</i>	69,962	72,583	75,307	78,132	81,061	84,100	87,254	90,525
<i>ATP 13</i>	74,859	77,666	80,577	83,599	86,735	89,987	93,363	96,863
<i>ATP 14</i>	81,597	84,657	87,831	91,124	94,542	98,088	101,763	105,580

680 UNION
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL
CLASSIFICATION PLAN

GRADE	POSITION TITLES
ATP-14	NO POSITIONS ASSIGNED
ATP-13	NO POSITIONS ASSIGNED
ATP-12	NO POSITIONS ASSIGNED
ATP-11	NO POSITIONS ASSIGNED
ATP-10	NO POSITIONS ASSIGNED
ATP-9	Systems Analyst
ATP-8	NO POSITIONS ASSIGNED
ATP-7	Weatherization Coordinator
ATP-6	Junior Civil Engineer CDBG/Grants Administrator

GRADE	POSITION TITLES
ATP-5	Administrative Assistant / Claims Coordinator Assess. Off. Mgr. Office Manager – Treas. (Data Input)
ATP-4	Head of Circulation Administrative Asst/Billing Agent HHS
ATP-3	Animal Control Officer Senior Engineering Aide Building Maintenance Craftsman Administrative Asst. – Fire
ATP-2	Junior Engineering Aide
APT-1	NO POSITIONS ASSIGNED

Administrative, Technical and Professional Salary Plan
FY2015
680 UNION

<i>Grade</i>	<i>MINIMUM</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
<i>ATP 1</i>	32,780	34,010	35,285	36,609	37,983	39,407	40,884	42,416
<i>ATP 2</i>	36,424	37,790	39,207	40,676	42,202	43,785	45,427	47,129
<i>ATP 3</i>	41,342	42,892	44,501	46,169	47,900	49,696	51,558	53,494
<i>ATP 4</i>	47,128	48,896	50,730	52,632	54,606	56,652	58,778	60,982
<i>ATP 5</i>	49,484	51,340	53,267	55,264	57,336	59,486	61,717	64,031
<i>ATP 6</i>	51,712	53,650	55,664	57,750	59,917	62,163	64,493	66,913
<i>ATP 7</i>	54,040	56,066	58,168	60,348	62,612	64,960	67,397	69,924
<i>ATP 8</i>	55,931	58,027	60,204	62,462	64,804	67,234	69,755	72,372
<i>ATP 9</i>	57,887	60,058	62,311	64,647	67,072	69,587	72,197	74,904
<i>ATP 10</i>	59,915	62,161	64,491	66,911	69,419	72,023	74,724	77,526
<i>ATP 11</i>	63,509	65,891	68,360	70,924	73,585	76,344	79,206	82,177
<i>ATP 12</i>	68,590	71,160	73,830	76,600	79,471	82,451	85,544	88,750
<i>ATP 13</i>	73,391	76,143	78,997	81,960	85,034	88,223	91,532	94,964
<i>ATP 14</i>	79,997	82,997	86,109	89,337	92,688	96,165	99,768	103,510

**NON UNION
OFFICE ADMINISTRATIVE AND MC
CLASSIFICATION PLAN**

GRADE	POSITION TITLES
OA-1	Finance Committee Secretary
OA-2	Sr. Clerk & Typist - Library Library Assistant (non-union) Health and Human Svs Clerk
OA-3	Pr. Clerk & Sec. - ZBA Pr. Clerk & Sten. – BOS
OA-4	Senior Library Assistant (non-union)
OA-5	Legal Secretary Information and Referral Specialist – COA Administrative Assistant - HR
OA-6	NO POSITIONS ASSIGNED
OA-7	Benefits Administrator

GRADE	POSITION TITLES
MC 1	Parking Control Officer Van Driver

**OFFA Salary Plan
NON-UNION
FY 2016**

<i>Grade</i>	<i>MINIMUM</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
1	29,196	30,290	31,426	32,604	33,827	35,094	36,411	37,776
2	30,655	31,805	32,997	34,234	35,519	36,852	38,232	39,666
3	34,947	36,258	37,617	39,029	40,491	42,009	43,585	45,219
4	36,519	37,889	39,309	40,785	42,314	43,899	45,546	47,256
5	38,163	39,593	41,078	42,620	44,218	45,875	47,595	49,380
6	41,025	42,565	44,161	45,815	47,534	49,316	51,165	53,083
7	43,487	45,118	46,809	48,566	50,386	52,276	54,234	56,268

MC Non-Union Salary Plan

<i>Grade</i>	<i>MINIMUM</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>
MC 1	16.81	17.48	18.21	18.93	19.70	20.47

680 UNION
OFFICE ADMINISTRATIVE
CLASSIFICATION PLAN

<u>GRADE</u>	<u>POSITION TITLES</u>
OA-1	Telephone Operator Pr. Cashier/Clerk - Treas.
OA-2	Sr. Clerk & Typist - Town Clerk Sr. Clerk & Typist - Assessors Library Assistant (union) Sr. Clerk & Typist – Library Water Account Clerk
OA-3	Pr. Acct. Cl./Bk. - Treasurer Pr. Clerk & Typist – Community Safety Output Media Handler Pr. Clerk – Cemetery Sr. Clerk & Typist – Recreation Records Attendant – Community Safety
OA-4	Pr. Clerk – DPW Pr. Acct. Cl./Bk. - DPW Pr. Acct. Cl./Bk. - Comptroller Treasurer's Assistant Zoning Assistant Pr. Clerk & Sec. – Weatherization Senior Library Assistant (union) Administrative Assistant – Recreation Asst. Reg. Voters
OA-5	Administrative Assistant - DPW Head Cashier Junior Accountant Pr. Sr. Acct. Cl./Bk. - Treasurer Asst. Coll. (W) Asst. Coll. (E)
OA-6	Adm. Aide - Planning and Community Development Data Proc. AA Acct./Op. Asst. - DPW Asst. Coll. (RE) Office Manager - Library
OA-7	Cash Mgr. Data Collector IT Administrative Assistant

**Office Administrative
680 UNION Salary Plan
FY 2015**

<i>Grade</i>	<i>MINIMUM</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
1	28,624	29,696	30,810	31,965	33,164	34,406	35,697	37,035
2	30,054	31,181	32,350	33,563	34,823	36,129	37,482	38,888
3	34,262	35,547	36,879	38,264	39,697	41,185	42,730	44,332
4	35,803	37,146	38,538	39,985	41,484	43,038	44,653	46,329
5	37,415	38,817	40,273	41,784	43,351	44,975	46,662	48,412
6	40,221	41,730	43,295	44,917	46,602	48,349	50,162	52,042
7	42,634	44,233	45,891	47,614	49,398	51,251	53,171	55,165

**680 UNION
MC
CLASSIFICATION PLAN**

<u>GRADE</u>	<u>POSITION TITLES</u>
MC 8	Bldg Craftsman (Planning and CD) Working Foreman/Motor Equip. Rep. Electrician Plumber Working Foreman Highway Working Foreman Water & Sewer
MC 7	Motor Equipment Repairman Motor Equip. Repairman - Comm. Safety Working Foreman - Carpenter Working Foreman - Tree Climber Working Foreman – Cemetery Working Foreman – Laborer Working Foreman – Paint Shop
MC 6	Sr Building Custodian - AHS Working Foreman – Mason Public Safety Dispatcher Motor Equipment Operator III – Water Motor Equipment Operator III – Catch Basin Motor Equipment Operator III - Crane Water Systems Maintenance Craftsman
MC 5	Special Motor Equip. Operator III Heavy Motor Equipment Operator II – Patch Crew Carpenter Tree Climber Electrician's Helper Mason
MC 4	Dispatcher - DPW Senior Building Custodian - Town Construction Handyman Senior Building Custodian - School Heavy Motor Equipment Operator II Painter - Maintenance Park Maintenance Craftsman Motor Equipment Maintenance Worker Facility Attendant
MC 3	Motor Equipment Operator I
MC 2	Bldg Custodian - School
MC 1	Laborer - Natural Resources Grounds Maintenance Worker Laborer - Highway, Water, Sewer Watchman/Laborer

680 MC Positions Salary Plan FY2015

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6
MC 1	16.48	17.14	17.85	18.56	19.31	20.07
MC 2	17.74	18.44	19.16	19.94	20.75	21.56
MC3	18.17	18.90	19.68	20.45	21.26	22.11
MC 4	18.72	19.46	20.26	21.05	21.89	22.78
MC 5	19.41	20.21	21.00	21.85	22.71	23.62
MC 6	20.49	21.32	22.16	23.05	23.97	24.94
MC 7	21.41	22.28	23.16	24.08	25.06	26.06
MC 8	22.06	22.94	23.84	24.81	25.79	26.83

PROFESSIONAL LIBRARIANS CLASSIFICATION PLAN

GRADE	POSITION TITLES
L 4	Assistant Library Director
L 3	Head of Adult Services Head of Children's Services Head of Technology
L 2	Head of Technical Services Branch Librarian
L 1	Adult Services Librarian Adult Services/Tech. Services Librarian Childrens' Librarian

SALARY PLAN
Fiscal Year 2016
Professional Librarians

<i>Grade</i>	<i>Minimum</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>
1	46,447	48,189	49,995	51,870	53,817	55,834	57,928
2	52,349	53,249	55,246	57,318	59,467	61,700	64,010
3	57,483	59,638	61,877	64,197	66,604	69,102	71,694
4	64,957	67,392	69,920	72,542	75,263	78,085	81,012

**Patrolmen's Association,
Ranking Officer's Association,
and Firefighters'
Classification and Salary Plans
Fiscal Year 2016**

PATROLMEN'S ASSOCIATION	
FY16	
MINIMUM	52,518
MIDPOINT	55,125
MAXIMUM	57,761

RANKING OFFICERS ASSOCIATION				
FY16				
	Step 1	Step 2	Step 3	Step 4
SERGEANT	68,148	68,830	69,511	70,193
LIEUTENANT	79,732	80,530	81,327	82,124
CAPTAIN	92,490	93,414	94,339	95,264

FIREFIGHTERS	
FY16	
Firefighter Step 1	50,533
Firefighter Step 2	52,237
Firefighter Step 3	56,779
Firefighter Step 4	57,460
Firefighter Step 5	58,035
Firefighter Step 6	58,731
Lieutenant	68,128
Captain	78,348
Deputy Chief	90,100

Management Classification and Salary Plan **FY 2016**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	RANGE	Mid-point	Maximum
3	98,050	101,727	105,540	109,499	113,607	Step 5	117,866	141,686
2	89,136	92,479	95,946	99,545	103,278		107,151	128,806
1	80,447	83,466	86,594	89,843	93,212		96,707	116,251
Management 3	Chief of Police Chief of Fire (Fire and Rescue) Director of Public Works Director of Planning and Development Town Counsel Deputy Town Manager Benefits Attorney/Workers' Compensation Agent Facilities Director							
Management 2	Comptroller Library Director Director of Inspectional Services Chief Technology Officer							
Management 1	Director of Assessment Director of Human Resources Director of Health and Human Services Director of Recreation							

Note: Progression through steps and the range based on performance.